



UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

MAR 31 2010

PERSONNEL AND  
READINESS

MEMORANDUM FOR DIRECTOR, ADMINISTRATION AND MANAGEMENT

SUBJECT: Request for Renewal and Revision of the Defense Advisory Committee on Women in the Services (DACOWITS) Charter

The DACOWITS requests renewal and revision of its current charter. The changes to the Charter are as follows:

- Removal of military family issues (now resides in MC&FP)
- The number and frequency of Committee meetings
- An increase in committee membership from 15 to 35
- A budget increase to \$700,000
- A support staff increase to 9

I am granting an exception to policy as currently set forth in DoDI 5120.14 to return the Committee to its previous size of not more than 35. Also, in view of the establishment of the Department of Defense Military Family Readiness Council (under section 581 of the National Defense Authorization Act for Fiscal Year 2008), family issues and the active promotion of family issues related to the recruitment and retention of a highly qualified professional military, which had been within the purview of DACOWITS under DoDI 5120.14, are now more appropriately a function of that Council, and will no longer be a DACOWITS function.

In addition, please be advised we are initiating action to cancel the DACOWITS DoDI.

Attached at TAB A is the revised charter and at TAB B is the original charter. Please proceed with issuing the new Charter. Feel free to contact my point of contact, Colonel Emma Coulson, Military Director, DACOWITS, at 703-697-2122, if you have any questions.

Clifford L. Stanley

Attachments:  
As stated

CHARTER  
Defense Advisory Committee on Women in the Services

1. Official Designation: The Committee shall be known as the Defense Advisory Committee on Women in the Services (hereafter referred to as “the Committee”).
2. Authority: The Secretary of Defense, under the provisions of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix 2), and 41 CFR § 102-3.50(d), established the Committee.
3. Objectives and Scope of Activities: The Committee shall examine and advise on matters relating to women in the Armed Forces of the United States.
4. Description of Duties: The Committee, through the Under Secretary of Defense for Personnel and Readiness, shall provide independent advice and recommendations to the Secretary of Defense on matters and policies relating to women in the Armed Forces of the United States.
5. Agency or Official to Whom the Committee Reports: The Committee reports to the Secretary of Defense. Pursuant to DoD policy, the Under Secretary of Defense for Personnel and Readiness may act upon the Committee’s advice and recommendations.
6. Support: The Department of Defense, through the Office of the Under Secretary of Defense for Personnel and Readiness, shall provide support necessary for the performance of the Committee’s functions and shall ensure compliance with the requirements of 5 U.S.C., Appendix 2.
7. Estimated Annual Operating Costs and Staff Years: It is estimated that the annual operating costs, to include travel costs and contract support, for this Committee is \$700,000.00. The estimated annual personnel costs to the Department of Defense are 9.0 full-time equivalents (FTEs).
8. Designated Federal Officer: The Designated Federal Officer, pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures.

In addition, the Designated Federal Officer is required to be in attendance at all meetings; however, in the absence of the Designated Federal Officer, the Alternate Designated Federal Officer shall attend the meeting

9. Estimated Number and Frequency of Meetings: The Committee shall meet at the call of the Designated Federal Officer, in consultation with the Chairperson, and the estimated number of Committee meetings is two per year.
10. Duration: The need for this advisory function is on a continuing basis; however this charter is subject to renewal every two years.
11. Termination: The Committee shall terminate upon completion of its mission or two years from the date this charter is filed, whichever, is sooner, unless extended by the Secretary of Defense.
12. Membership and Designation: The Committee shall be composed of not more than 35 members who have experience with the military or with women's workforce issues.

Committee members shall be appointed by the Secretary of Defense, and their appointments will be renewed on an annual basis. Those members, who are not full-time or permanent part-time federal officers or employees, shall be appointed as experts and consultants under the authority of 5 U.S.C. § 3109, and serve as special government employees.

Generally, Board members will be approved by the appointing authority to serve on the Board for a term of three years with approximately one-third of the membership rotating annually, to the extent possible. With the exception of travel and per diem for official travel, Board members shall serve without compensation.

The Secretary of Defense shall designate the Committee's Chairperson.

Pursuant to DoD rules and regulations, the Under Secretary of Defense for Personnel and Readiness may appoint additional experts and consultants to advise the Committee. These experts and consultants, appointed under the authority of 5 U.S.C. § 3109, shall have no voting rights whatsoever on the Committee or any of its subcommittees, and they shall not count toward the Committee's total membership.

13. Subcommittees: With DoD approval, the Committee is authorized to establish subcommittees, as necessary and consistent with its mission. These subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b), and other appropriate Federal regulations.

Such subcommittees or workgroups shall not work independently of the chartered Committee, and shall report all their recommendations and advice to the Committee for full deliberation and discussion. Subcommittees or workgroups have no authority

to make decisions on behalf of the chartered Council; nor can they report directly to the any Federal officers or employees who are not Committee members

14. Recordkeeping: The records of the Committee and its subcommittees shall be handled according to section 2, General Record Schedule 26 and appropriate Department of Defense policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).

15. Filing Date: April 17, 2008

16. Amended Date:

CHARTER  
DEFENSE DEPARTMENT ADVISORY COMMITTEE ON WOMEN IN THE SERVICES

- A. Official Designation: The Committee shall be known as the Defense Department Advisory Committee on Women in the Services (hereafter referred to as the Committee).
- B. Objectives and Scope of Activities: The Committee, under the provisions of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended) shall provide the Secretary of Defense, through the Under Secretary of Defense (Personnel and Readiness) and within the staff cognizance of the Principal Deputy Under Secretary of Defense (Personnel and Readiness), independent advice and recommendations on matters and policies relating to the recruitment and retention, treatment, employment, integration, and well-being of highly qualified professional women in the Armed Forces. In addition, the Committee shall provide advice and recommendations on family issues related to the recruitment and retention of a highly qualified professional military. The Under Secretary of Defense (Personnel and Readiness) may act upon the Committee's advice and recommendations.
- C. Committee Membership: The Committee shall be composed of not more than fifteen Committee Members, who represent a distribution of demography, professional career fields, community service, and geography, and selected on the basis of their experience in the military, as a member of a military family, or with women's or family-related workforce issues. Committee Members appointed by the Secretary of Defense, who are not full-time Federal officers or employees, shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109. Committee Members shall be appointed on an annual basis by the Secretary of Defense, and shall normally serve no more than three years on the Committee; however, when necessary the Secretary of Defense may authorize a Committee Member to serve longer than three years on the Committee.

The Secretary of Defense, based upon the recommendation of the Under Secretary of Defense (Personnel and Readiness) shall select the Committee's Chairperson. Committee Members shall, with the exception of travel and per diem for official travel, serve without compensation. In addition, the Under Secretary of Defense (Personnel and Readiness) or designee may invite other distinguished Government officers to serve as non-voting observers of the Committee, and appoint consultants, with special expertise, to assist the Committee on an ad hoc basis.

- D. Committee Meetings: The Committee shall meet at the call of the Designated Federal Officer, in consultation with the Chairperson, and the estimated number of Committee meetings is four per year.

The Designated Federal Officer shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures. The Designated Federal Officer and/or Alternate Designated Federal Officer shall attend all Committee and subcommittee meetings.

The Committee shall be authorized to establish subcommittees, as necessary and consistent with its mission, and these subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended), and other appropriate federal regulations.

Such subcommittees or workgroups shall not work independently of the chartered Board, and shall report all their recommendations and advice to the Board for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Committee nor can they report directly to the Department of Defense or any Federal officers or employees who are not Committee members.

- E. Duration of the Committee: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.
- F. Agency Support: The Department of Defense, through the Under Secretary of Defense (Personnel and Readiness), shall provide support as deemed necessary for the performance of the Committee's functions, and shall ensure compliance with the requirements of 5 U.S.C. Appendix, as amended. Additional information and assistance as required may be obtained from the Military Departments and other agencies of the Department of Defense, and from the Department of Homeland Security, in the case of the U.S. Coast Guard, as appropriate.
- G. Termination Date: The Committee shall terminate upon completion of its mission or two years from the date of this Charter is filed, whichever is sooner or unless the Secretary of Defense extends it.
- H. Operating Costs: It is estimated that the operating costs, to include travel costs and contract support, for this Committee is \$575,000.00. The estimated personnel costs to the Department of Defense are 5.0 full-time equivalents (FTEs).
- I. Recordkeeping: The records of the Committee and its subcommittees shall be handled according to section 2, General Records Schedule 26 and appropriate DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C § 552, as amended).
- J. Charter Filed: April 17, 2008